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**Marine Corps Logistics Command**  
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**DRAFT**

**MCSC-MCLC-.0**  
**Revision: Baseline**  
**Date: 31 March 2003**

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## **POST-PRODUCTION SYSTEMS STANDARD PROCEDURE**

# **Technical Data for Post Production Contracting**

Process Owner: Assistant Commander, Product Support

### **SIGNATURE/APPROVAL**

The signature and date below indicates approval of this procedure for implementation at the MARCORSYSCOM and MARCORLOGCOM.

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Col A. H. Sass  
Chief of Staff  
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Chief of Staff  
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**CHECK THE MASTER LIST -  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

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**DOCUMENT HISTORY LOG**

Status (Baseline/Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		31 March 2003	

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## Technical Data for Post Production Contracting

### 1. SCOPE

1.1 Scope. This Standard Procedure (SP) is applicable to the technical support and guidance required for procurement of spare parts, materials, services and supplies required to support fielded Marine Corps managed equipment. The Marine Corps Systems Command (MCSC) Program Management Team (PMT) is the Process Owner. Assistant Commander Product Support (A/C Prod) provides functional support on behalf of the PMT in performance of this process.

1.2 Purpose. This SP establishes guidelines and defines interactions between MCSC Program Management Team (PMT), Marine Corps Logistics Commands (MCLC) Supply Chain Management Center (SCMC) and Contracts Department, and Operating Forces.

1.3 Applicability. This SP is applicable to all Marine Corps organizational elements.

### 2. APPLICABLE DOCUMENTS

	Title	ID Number	URL
a.	???????????		
b.			
c.			

3. DEFINITIONS: See Appendix A.

### 4. PROCEDURE

4.1 General. The Marine Corps Systems Command (MCSC) Program Management Team (PMT) is the Process Owner. Assistant Commander Product Support (A/C Prod) provides functional support on behalf of the PMT in performance of this process. The procedures in paragraph 4.5 follow the flow diagram in Appendix B.

4.2 Concept. The concept is for establishment of a streamlined process utilizing an Integrated Product Team to develop a centralized point for providing the technical support necessary for the procurement of spare parts for our customer. This is to be accomplished by interfacing with the PMT.

4.3 Process. SCMC Material Manager (MM) receives and processes customer requirements for parts. If stock is on hand, the part is issued. If not, SCMC MM will go to the MCSC centralized screening point to request evaluations of available technical data to determine if adequate data exist for full and open competition. If data is available, MCSC Screening Point prepares a procurement package and forwards to the MCLC Contracts Department notifying the SCMC MM action has been completed and the buy can be inducted. If data is not available to support full and open competition, the MCSC Screening Point will forward information supporting a sole source

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justification to the Contracts Department with notification to SCMC MM that action is complete and that a buy request can be inducted.

4.4 Management Review. Management review will occur as policy and personnel changes mandate.

4.5 Responsibility. All steps in this process are labeled 4.5.... The first time an actionee is listed their basic responsibilities to the process are described. All steps the actionee takes is then listed in sequential order for that actionee.

Actionee		Action
MCSC Program Management Team	4.5.1	The Program Management Team (PMT) develops the support strategy and procurement documents that result in the procurement of the system and its supporting data. The PMT has life cycle management reasonability for the system.
	4.5.1.1	Plan Execute & Administer Contract For Acquisition of Weapons System Platform.  <u>Inputs</u> – ORD, Market Survey, Lessons Learned, Analysis and Assessments <u>Outputs</u> – Contract in place
MCSC Screening Point  Individual to be assigned to Product Support (Ad Hoc to PMT).	4.5.1.2	Evaluate Data Evaluate any engineering drawings, specifications, or other manufacture related data available to determine if enough information is available to build, test, and qualify the part to be acquired. Possible sources for Data are JEDMICS, past procurements, DLSC, and MEDALS.  <u>Input</u> – Request from SCMC MM, Engineering Data from IDWB <u>Output</u> - Decision on adequacy of data
	4.5.1.3	Develop Procurement Package From the evaluation of data, develop a complete package of all engineering data required and develop all applicable contract requirements for manufacture, testing, qualification, change and acceptance.  <u>Input</u> – Adequate Data Available <u>Output</u> – Procurement Package

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SCMC Information Data Warehouse Branch (IDWB)	4.5.2	Serves as the repository that provides engineering and manufacturing data to support the procurement process.
	4.5.2.1	Store and distribute Data Index and input data into Joint Engineering Data Management Information and Control System (JEDMICS). Maintain and update data as necessary.  <u>Input</u> – Approved data, requests for data <u>Output</u> – JEDMICS Engineering Data Package (EDP)
LOGCOM Contracts	4.5.3	Performs all planning, execution and administrative efforts necessary to procure supplies and services for multiple customers to include MARCORLOGCOM and MCSC.
	4.5.3.1	Prepare Justification and Approval (J&A) Prepare and staff for signature, a J&A for other than full and open competition in situations where adequate data is not available to facilitate competition.  <u>Input</u> – Data does not exist or is inadequate for competition <u>Output</u> – J&A
	4.5.3.2	Issue Contract Performs all planning, coordination and document preparation necessary for contract execution. Resolves all questions in coordination with appropriate technical support.  <u>Input</u> – Competitive procurement package or J&A <u>Output</u> – Contract
SCMC Materiel Management Dept.	4.5.4	Provides materiel management and performs requirements determination process in response to receiving and processing customer requirements, which in some cases requires the procurement of repair parts.
	4.5.4.1	Receive Requisition Executes requirements determination process  <u>Input</u> – Requisition <u>Output</u> – Decision to Fill or Purchase

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	4.5.4.2	Fill Requisition	
		<u>Input</u> – Decision to Fill	
		<u>Output</u> – Issue to Customer	
	4.5.4.3	Induct Buy Request	
		Submits requisition to MCLC Contracts Department	
		<u>Input</u> – Notification that J&A information or procurement package action is complete	
		<u>Output</u> – Buy Request	
	4.5.4.4	Receive Deliverable	
		<u>Input</u> – Notification of receipt	
		<u>Output</u> – Place in stock	
Contractor	4.5.5.1	Perform Contract	
		<u>Input</u> – Contract	
		<u>Output</u> - Deliverables for inspection, review and acceptance	
Customer	4.5.6.1	Generate Requirements	
		<u>Input</u> – Need	
		<u>Output</u> - Requisition	

## 5. DATA, FORMS AND REPORTS:

Appendix C – Request for Procurement Data Evaluation

## 6. PROCESS METRICS:

## 8. FLOW DIAGRAM

## 9. APPENDICIES

Appendix A: Definitions

Appendix B: Technical Data Management Flow Diagram

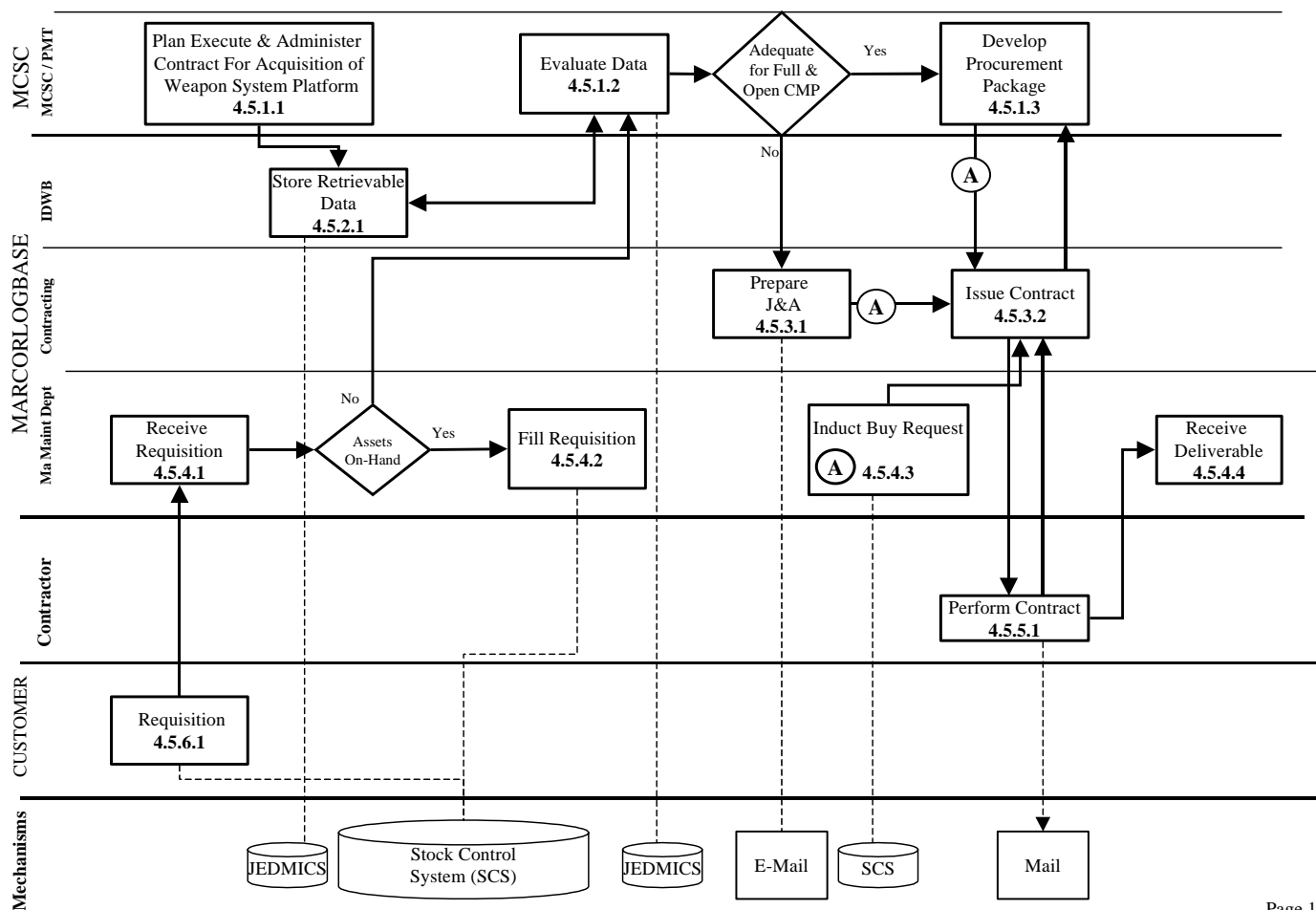
Appendix C: Request for Procurement Data Evaluation

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## **Appendix A: Definitions**

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## Appendix B: Technical Data Management Flow Diagram





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## **Appendix C: Request for Procurement Data Evaluation**